

## CONTRACT OF SERVICE

### KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICE** (hereinafter the "**CONTRACT**") made and entered into in City of Tacloban Philippines, by and between

**HOTEL ALEJANDRO INC.** represented herein by **Ms. Regine L. Dacula**, with office address at P. Paterno St., Tacloban City

### AND

The **DEPARTMENT OF FOREIGN AFFAIRS**, with principal office located at 2330 Roxas Blvd., Pasay City, herein represented by **Mr. MELECIO R. ESPIA**, current Head of Consular Office of the Department of Foreign Affairs – Consular Office (CO) in City of Tacloban, pursuant to the authorization issued by the DFA.

*Witnesseth*

**WHEAREAS, DFA CO Tacloban**, is desirous of engaging the services of **Hotel Alejandro** for the purpose of the conduct of Team Building Activity for 14 Participants on 17-18 December 2022.

**NOW THEREFORE**, in consideration of the foregoing premises and of the terms and conditions hereunder stipulated, the parties have agreed as follows;


1. That **Hotel Alejandro** shall provide venue, meals and room accommodation for 14 participants.
2. That for the provisions of lease of venue, room accommodation and meals as mentioned in the quotation shall pay from any source of fund to **Hotel Alejandro** the amount computed at the rate/s with a total of **P70,000.00 (Seventy Thousand Philippine Pesos---** no extra charges and no hidden fees and less withholding tax of 5% and 2%) for 14 Participants.
3. That **Hotel Alejandro** will send a statement of account to DFA CO Tacloban a week after the said event.
4. That payment through check will be issued by **DFA CO Tacloban** to **Hotel Alejandro** upon receipt of DFA- Bids and Awards Committee (BAC) approval within one to three months.

**IN WITNESS WHEREOF**, the parties hereto signed this **CONTRACT OF SERVICE** on this 23<sup>rd</sup> day of November 2022 in the City of Tacloban, Philippines.

**DFA CO Tacloban**

**Hotel Alejandro**

  
**Mr. Melecio R. Espia**  
Head of Consular

  
**Ms. Regine L. Dacula**  
Assistant Admin Officer